



CITY OF HOUSTON

Job Posting

DNO

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE AIDE
Posting Number	PN # 103250
Department	PARKS AND RECREATION
Division	MANAGEMENT & FINANCE
Section	HUMAN RESOURCES
Reporting Location	2999 SOUTH WAYSIDE
Workdays & Hours	M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will perform complex clerical and administrative duties in the Human Resources Section. Maintain record-keeping system for the Parks and Recreation Department. Establish, organize, and maintain assigned records for employees' files, policy and procedure manuals, and retiree awards. Answer telephones, relieve receptionist, order supplies, prepare payroll, distribute periodic reports, and operate various office equipment. Assist with special projects and departmental events including, but not limited to, service award ceremonies, blood drives, CMC functions, health and wellness meetings, and benefit updates. Perform other duties as assigned.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative experience are required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 10	
\$723 - 962 Biweekly	\$18,798 - \$25,012 Annually

OPENING DATE March 2, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st. Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.**

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